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**CLEMSON UNIVERSITY
CLASSIFIED STAFF COMMISSION
MINUTES**

Tuesday, June 11, 1996, Student Senate Chambers

In addition to the Sign-In Sheet there was another sheet which asked for your immediate supervisor's name and if you receive/read e-mail.

President Mike Moore called the Meeting to order at 10:07 a.m.

Present: Barnes, Becker, Becknell, Bell, Bush, Calhoun, Cato, Chandler, Cosner, Crouch, Evatt, Gray, Holladay, Hunnicutt, Jones, Keasler, Kleister, Ladd, Lappie, McGuirt, M. Moore, Myers, Nicholson, Parnell, Perry, Pullen, Reeves, Robbins, Shanahan, Toney, Wallace, Warmath.

Absent: Arthur, Bibb, Calcutt, Carroll, Daniel, Harbin, Herrin, Irick, Jameson, Jennings, Lyda, Massey, B. Moore, Parker, Pierson, Scott, Simmons, Stuntz, Thompson.

Guests: Dennis Taylor *and Isaac Wallace*.

1. The minutes were approved as amended.

2. President Moore introduced the guest speakers Dennis Taylor, University Archivist and Isaac Wallace, Records Manager. Dennis spoke about the University Archives; Dennis gave an overview of the records that are in the archives, how they are stored, and the processes they go through before being archived. The records you keep do not belong to you alone; they are public records and there are procedures to follow in disposing of them. Please call ahead when requesting archived records. Isaac spoke about retention schedules. We have general University Retention Schedules, one of which is for meetings and minutes. Contact Isaac to get copies of Records Retention Schedules. Cost to departments is 20 cents per box for storage.

3. President's Report:

A. Faculty Senate Meeting - They did a "Sense of the Senate" to form a joint resolution related to faculty and staff being allowed to park in student parking spaces. According to the Parking Office students are allowed to park in green spaces after 4:30 p.m., but faculty and staff are not permitted to park in student spaces at any time. This came up because a faculty member was given a ticket/towed for parking in a commuting student space after 4:30 p.m. Think about this and ask your constituents what they think. Send comments to Elmer Gray. This will not be an easy thing to change as the administration is concerned with the students first. Perhaps we should look at asking for certain lots to be changed to 24 hours 7 days a week faculty/staff parking.

B. President's Cabinet - 5/20 no meeting. 5/27 - Discussion of new signage. Had a sample sign in front of Sikes. New samples are now in front of Sikes, Alumni Center, and Tillman. Take a look and give Mike feedback on what you think of colors, layout, number of words on signs. 6/10 - Marketing the university. Hot shots - individuals using their own cameras had 4 hours to shoot pictures to be donated to the publications photo file. They will do this again the week of Homecoming. They are also considering a public showing of the first set of hot shots. Need based grants from the Barnwell Money (\$1.9 million) to provide scholarships of up to \$1500 per year based on financial need, resident of SC, degree seeking program, seeking first baccalaureate degree, maintain 2.0, no criminal record, does not owe a refund or repayment on state or federal financial aid programs. This is similar to Georgia's program which funds scholarships from their lottery. Posting policy is being developed, get a copy from Mike and send him your feedback.

C. Minutes and agenda went out on e-mail. Minutes are unapproved at the time they go out, please keep them within the membership until they are approved. Respond to Mike or Debbie on whether you like getting minutes and agenda via e-mail, would prefer only agenda, or other suggestions. Our minutes are shared with Dr. Thurston, Faculty Senate President; Faculty Senate shares their minutes with us.

D. Anyone can pass a motion. Committees can form motions. Cathy Bell handed out a sheet on parliamentary procedures, contact her if you want a copy.

E June 13 next provost forum. There were approximately 23 staff at yesterday's provost forum.

F. C-8 lot will be closed for Eagles Concert.

4. **Treasurer's Report:** No report. Send in all outstanding bills.

5. Committee Reports:

A. Standing Committees:

1. **Policy & Welfare** - Met this morning. Secretary - Lillian Lappie. Vice Chair - Olivia Shanahan. Issues looked at were: a.) Performance Reviews (answers provided by Human Resources to Lillian Lappie); Why are they requested 6-8 weeks prior to review date? It takes Human Resources that long to process them. Will now go back to HR to see if they can shorten that time period. Why is a probationary period necessary for all promotions? Not a probationary period but a trial period, which is different from the probationary period of one year for a new employee/hire. Should supervisors be given at least 30 days advance notice on all reviews? They should be given 30 days notification. If they are not getting notification, contact the person responsible in that department. b.) Tuition Rates (answer obtained by Mary Ruth) Why don't faculty/staff dependents receive tuition breaks? No policy with the state on this, but if opened up to dependents of faculty/staff that may very well entitle dependents of any state employee to that same benefit. Will go back to see if a recommendation could be made on this issue. c.) Discounts Downtown - Steve contacted Chamber of Commerce, who said it was up to the individual businesses. Ask communications committee to inform staff that they should ask local businesses if they give discounts to Clemson employees. d.) Timing of State Mandated Raises - Why do certain state agencies seem to have latitude in giving state raises? (answer obtained by Steve) Other state agencies are paid on a semi-monthly cycle whereas Clemson is paid on a bi-weekly cycle; this effects when you actually see the pay raise in your check. Real question should have been: Are there special raises for certain agencies which allow them to give pay raises at different times of the year. Steve to research. e.) New issues: Review of Bylaws format, definition of Representative, Alternate and Member, and resolution on investment of state funds. Mike added that as a benefit we received \$125 check from Niffer's.

2. **Communications** - Last meeting followed CSC regular meeting on 5/14. All future meetings will follow regular CSC meetings. Newsletter to include child care, professional misconduct, golf tournament, Niffer's, pay band system; currently in draft form and should be ready to go out in July. Suggestion was made to plan ahead for special events so they can be advertised in the newsletter.

3. **Scholarship** - No meeting since golf tournament.

4. **Membership** - Alexandra asked all members to list their immediate supervisor on the sheet if they had not already done so or had previously sent her this information via e-mail. (Wallace, Crouch, Jones, B. Moore, Daniel, Harbin, Lyda, Scott, Jameson, Stuntz, Parker, and Irick) This information will be used to send out letters to member's supervisors from Dr. Curris. This was not done last year and due to the many changes in membership we are sending it to everyone's supervisor. No formal meeting since 5/1. Plans are to revise Appendix B of the Bylaws. Contact Alexandra if you need a notebook, roster, or copy of the Bylaws.

B. University Committees/Councils:

1. **Strategic Planning** - Disbanded.

2. **Facilities Planning** - To be restructured.

3. **Joint City/University** - Next meeting in September.

4. **Athletic Council** - Had luncheon to honor persons leaving committee and chair. Meeting followed: discussion included Tennis Coach's comments on foreign players (to be handled internally) and Bill D'Andrea gave report on grades given out and extended open invitation to visit Academic Learning Center in Vickery Hall (call first). No meeting in June; may have meeting in July.

5. **Accident Review Board** - Met 5/23, 6 accidents involving motor pool cars were reviewed, 3 were referred to defensive driving and their departments were assessed \$200, 2 were no fault and 1 was no action. 4 other than motor pool accidents were reviewed, 2 were referred to defensive driving and departments were assessed \$200, 1 was no fault, and 1 was to receive written direction from the Review Board concerning responsibility while driving state vehicles. Anyone who has an accident (and is at fault) is referred to defensive driving class even if it is their first accident. Those persons who drive university vehicles on a regular basis are required to take the defensive driving class and take a refresher class every three years. Next meeting will be 7/25.

6. **Parking Review Board** - Not active for past year, but will become active again.

7. **Telecommunications** - Have not met.

8. **Recreation Advisory** - Mike will appoint someone if he does not get a volunteer next month.

9. **University Vending Machine** - Mike talked to Alan Godfrey. It seems that everyone except CSC is represented. Mike will ask permission for the CSC to have representation, since the classified staff have contributed very heavily to the vending machine money throughout the year. Committee deals with the requests for the revenue from the vending machines. They received requests totaling \$200,000 for the \$90,000 revenue last year. The Faculty Senate gets their refreshment funds from this source. They accept requests for funds in mid-July and mid-January. Vending machine contracts are actually bid out.

10. **A&A Committee on Access and Accommodation** - Mike still working on this.

11. **Brooks Center Advisory** - Chuck Toney volunteered to serve on this committee.

12. **CATS** - Did Not meet; held an appreciation dinner for drivers, gave out awards for excellent services provided. 2 of drivers are women, 1 of which has been granted leave to drive in Atlanta for the Olympics.

13. **Minority Affairs** - Next meeting set for September.

14. **Parking Advisory** - Steve attended for Elmer on 6/6. Joe Granger was acting chair. Election of Chair and campus master plan were deferred. Wayne Bennett presented idea for parking spaces to give special recognition to employees; this brought up many questions how long, when to stop and start, how to permit towing of offenders, paint costs? Graduate Assistant (not present) was to ask for special parking privileges for graduate assistants, especially "teaching" assistants to park in employee spaces. There are 1300 GA's as opposed to approximately 2300 staff/faculty. Someone suggested each department be given placards for this purpose. Send comments to Elmer via e-mail for next month's meeting. C-8 lot to be closed for Eagles Concert. Dedication of Heritage Park held on 6/8; 2 handicapped spaces have been reserved up front. Mell Hall and Career Center will have 6 timed spaces, Clemson House lot with gate will have spaces classified in some way with no gate, Construction of Visitor's Center coming up with changes to parking this summer. Highway 93 to be widened by 2000.

15. **Human Resource Advisory** - Changes to Personnel system are to be effective 7/1. Procedures have been sent to Administrative Council; changes still being made. More details next meeting.

16. **Bookstore Advisory** - Cathy to contact Chair, Alan Schaffer.

17. **Budget Council** - Have not met.

18. **Constituent Council** - Still being formed; not official yet.

6. **SCSEA** - 3.4% raise to be effective 10/1 unless the Governor vetoes this. 3.4% flat amount to be given staff; for faculty it is from 0% to infinity, but they only get 3.4% money to divide among all faculty. It will not be fully funded by the state; classified employees will get the full 3.4%, but the university will have to come up with a percentage of the funds. Mike and the Policy and Welfare Committee are interested in your feelings on this matter.

7. **Unfinished Business** - A. Parking issue previously discussed.

8. **New Business** -

A. Cathy Bell, reporting on behalf of the Executive Committee, moved "that an ad hoc committee be established and charged with locating past Commission documents to be archived, and setting parameters for records management of present and future documents". The motion was adopted.

B. Cathy Bell, also reporting on behalf of the Executive Committee, moved "that the Vice President, Tony McGuirt, chair this ad hoc committee, to be called the Ad Hoc Records Management Committee, and that it consist of Isaac Wallace, Debbie Calhoun and selected past Commission presidents and secretaries". Motion was adopted after debate. Even if a person is not present they can be appointed to Chair or serve on committees.

C. Steve moved "that the Parliamentarian make changes to the Bylaws in the form of including a table of contents, putting document in the form of articles and sections and alphabetizing its contents so that it would be more readable for the membership." Motion was adopted after debate.

D. Steve Robbins, reporting on behalf of the Policy and Welfare Committee moved "that the subject of the CSC reviewing the terms representative, alternate and member and consider changing the present ratio of representation (1:100) with 23 representatives and 23 alternates to 46 representatives (2:100) be up for discussion for the whole commission's thoughts and comments." This would change the President's original charge of 1 representative for 100 staff. How much should alternates be involved? How much representation do we feel we need? How do you relate to your constituents? Would it be easier to communicate with your Constituents? Voting privileges? What do we want to do? How should we go about it? Do you feel that when you run the 2 persons running hope to represent? Do we need this representation? How hard is it to get people to run? When 2 people can't be here do you still want an alternate for voting purposes? Bring this up to your constituents it will be discussed at the next meeting. The motion was adopted after debate. Please send comments to the Policy and Welfare Committee, Alexandra or Cathy.

E. Robbie has updated the CSC home page. Take a look at it.

F. Mark Pullen suggested that a Safety Committee be developed. The Chair moved "that we send this suggestion to Policy and Welfare Committee." Steve Robbins asked Mark Pullen to research this topic. The motion was adopted after debate.

9. The meeting adjourned at 11:57 a.m.